

DUTY STATEMENT

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DUTY STATEMENT

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| Employee Name: Vacant | Current Date: TBD |
| Classification: Air Resources Supervisor II | Position #: 673-110-3763-XXX |
| Division/Office: Executive Office | CBID: R09 |
| Section: Equity, Communities, and Environmental Justice | |
| Supervisor Name: Chanell Fletcher | Supervisor Classification: Career Executive Assignment |

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| I certify that this duty statement represents an accurate description of the essential functions of this position. | |
| Supervisor: | Date: |

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| I have read this duty statement and agree that it represents the duties I am assigned. | |
| Employee: | Date: |

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

| | |
|------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Lead Person |
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Team Leader |

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 2 Air Resource Supervisor I's.

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Total number of positions in Section/Branch/Office for which this position is responsible: 12.

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Office of Environmental Justice, Tribal Affairs, and Border Relations (OEJTB) is committed to promoting environmental justice and equity, with the focus on racial equity, as a fundamental part of all that CARB does, including programs that reduce exposure to pollutants and improve the quality of life of California communities facing environmental and economic challenges. OEJTB's mission is supported by engaging with community members, community-based organizations, and other community-based stakeholders from diverse backgrounds and communities to provide them with the best possible information about the air they breathe and working with them to improve air quality in their communities.

CONCEPT OF POSITION: The Air Resources Supervisor II (ARS II) directs the activities of the Office of Environmental Justice, Tribal Affairs, and Border Relations (OEJTB) and the Office of Racial Equity (ORE). The ARS II will have full authority to make management decisions on high-level and complex issues as it relates to the activities of OEJTB, ORE, and cross-divisional efforts that these two offices oversee. The ARS II directly supervises the activities of two Air Resources Supervisor I's and is responsible for overseeing the work of technical staff performing several specialized and complex operations with Board-wide impact, this includes operations as it relates to environmental justice and racial equity. The ARS II must be able have technical expertise and practical understanding on the principles of environmental justice and racial equity. The ARS II must be able to communicate clearly and effectively with stakeholders, the public, other State and local agencies, and employees; have excellent judgment and decision-making skills; background in team-building and coaching and/or skilled in matrix management; exercise creativity and flexibility in problem solving; manage time and resources effectively to complete assignments on time; adhere to departmental policies and procedures regarding attendance, leave, and conduct; and be attentive and responsive to CARB management needs.

The position involves a broad spectrum of management, engagement with external stakeholders, technical and policy expertise with an understanding building capacity and collaborating both externally and internally.

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u> |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30% - E | In coordination with the DEO of Environmental Justice, supervise the managers of the Office of Environmental Justice, Tribal Affairs, and Border Relations (OEJTB) and the Office of Racial Equity (ORE) to support the mission and vision of environmental justice and racial equity at CARB. This includes providing direction, guidance, and support to the managers – and their teams if necessary – on the planning, organizing, and direction of the activities within the OEJTB and ORE. This may include the AB 32 Environmental Justice Advisory Committee (EJAC), Community Air Grants (CAGs), and Border Program; as well as cross divisional workgroups or efforts to build capacity within CARB to operationalize racial equity and continue implementing Resolution 20-33. If the DEO of Environmental Justice is unavailable, serves as one of the primary internal and external |

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| | contact for CARB on environmental justice issues and concerns, which may include policy consultation, recommendations, and advice on environmental justice, California-Mexico Border, tribal issues, and racial equity; works directly with management of OEJTB and ORE to ensure these Offices are working together to coordinate CARB's racial equity and environmental justice efforts; ensures that these offices coordinate with CARB's Office of Community Air Protection (OCAP). |
| 20% - E | Provides supervisory-level technical review and assessment of research programs and studies; ensures that work products are on-time and accurate; provides fiscal control over the Branch's programs; implements OEJTB and ORE policies for staff, and Division Chiefs; develops and implements policy for executive-level review. |
| 15% - E | Ensures that results of OEJTB and ORE programs are disseminated both within and outside the Board, in working with management of both offices. This includes working with managers in both offices to coordinate effective environmental justice communication efforts to the general public and community groups. Ensures there is research into best approaches to communicating this information in an easy-to-understand format. |
| 10% - E | Meets and confers regularly with agency committees as needed and acts as a liaison with Cal/EPA, OEHHA, other Federal and State agencies, and other research organizations (e.g., HEI, SCAQMD) to ensure technical quality and coordination of OEJTB and ORE research activities. |
| 10% - E | Completes various management assignments as determined by the Deputy Executive Officer of Environmental Justice (DEOEJ); maintains internal workflow management and processes to ensure the highest level of efficiency and effectiveness in office operations. Attends program staff meetings, and conducts meetings with direct-report staff, as appropriate, to address any issues or concerns. As needed, provides updates to the DEOEJ regarding projects, major assignments, and important issues. |
| 5% - E | Represents OEJ and more broadly, CARB, to the public, other governmental and private organizations, and others with respect to OEJTB and ORE's programs; may make presentations before the board. |
| 5% - E | Prepares reports, budgets, and other administrative activities of OEJ; assists the Deputy Executive Officer in fulfilling her administrative duties. |
| 5% - M | Acts as DEOEJ in her absence, as required; oversees any additional expansion of the OEJTB and ORE. |